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| MyCareer@VA

VA Career Development 301

For VA Employees

Course Transcript



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Screen 1 – Title Screen



Screen Description	Narration
<p>This is a title screen that displays the following text:</p> <p>“VA Career Development 301</p> <p>This course contains audio. Please turn on your speakers or enable the Closed Captioning (CC) at the bottom of the page. Click Next at the bottom of the page to begin.</p> <p>If you’ve never taken a MyCareer@VA web-based training course, click here to view a brief tutorial before you get started.”</p>	<p>No Narration</p>



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Screen 2 – Course Welcome

Screen Description	Narration
The screen displays a collage of diverse VA employees performing their jobs with the VA logo in the center.	<p>Welcome to VA Career Development 301!</p> <p>This is the third and final course in a three-part series designed to help you grow professionally and develop a long and meaningful career at the Department of Veterans Affairs or VA.</p> <p>Select the “Next” button to get started.</p>



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Screen 3 – Course Functionality



Screen Description	Narration
<p>The interactive screen displays important aspects of the course functionality including:</p> <ul style="list-style-type: none">• Audio• Time• Knowledge Checks• Resources• Credit/Certificate• Survey• Tutorial	<p>Before we get started, please take a moment to review some important information about course functionality. Select the links to learn more. When you are finished, select the "Next" button to continue.</p>
<p>Selecting each aspect will display the corresponding text:</p> <ul style="list-style-type: none">• Audio: "You can toggle this course's narration by selecting the 'Audio' button in	



Screen Description	Narration
<p>the Navigation Bar. Please turn your speakers on and adjust the volume on your computer as necessary, or listen through headphones for the comfort of others. You can also select the Closed Captioning button on the Navigation bar to read any accompanying narration. You may reposition the Closed Captioning window at any time by clicking and dragging the blue header.”</p> <ul style="list-style-type: none">• Time: “The length of this course will vary depending on the number of courses you choose to take. You don't have to take them all at once. If you leave the curriculum, you can return later and resume where you left off.”• Knowledge Checks: “This course contains opportunities to apply what you have learned. You need to complete all Knowledge Checks to receive credit.”• Resources: “This course contains additional resources that you can download and print during or after the course. You can select the ‘Resources’ button in the Navigation Bar to access resources relevant to this course at any time.”• Credit/Certificate: “You will receive credit and a certificate of completion after finishing this course.”• Survey: “We value your feedback. Once you have finished the course, you will be asked to complete a survey. Please complete this survey to promote high quality training.”• Tutorial: “The help tutorial features a brief walkthrough of the functionality of this course as well as some important accessibility information. Please select the ‘Resources’ button in the Navigation Bar to access this information.”	



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Screen 4 – Framework

Curriculum : Framework

VA Career Development 101 VA Career Development 201 **VA Career Development 301**

ASSESS EXPLORE PLAN TAKE ACTION

MENU RESOURCES 4 of 20 Back Next

Screen Description	Narration
<p>The screen displays three tabs: “VA Career Development 101,” “VA Career Development 201,” and “VA Career Development 301” with VA Career Development 301 highlighted. The screen also displays the four phases of Career Development:</p> <ul style="list-style-type: none">• Assess• Explore• Plan• Take Action	<p>In VA Career Development 101, the first course in this series, you learned about the four phases of career development.</p> <p>By moving through each phase, you developed a framework for thinking about your career and achieving your professional goals.</p> <p>Select “Next” to continue.</p>



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Screen 5 – Framework (Continued)

The screenshot displays the 'VA Career Development 301' interface. At the top, there are three tabs: 'VA Career Development 101', 'VA Career Development 201', and 'VA Career Development 301', with the third tab highlighted. Below the tabs, the text 'Curriculum : Framework (Continued)' is visible. The main content area features a network diagram with a central blue box labeled 'TMS Curriculum'. This central box is connected by lines to numerous other blue circular nodes of varying sizes, which are arranged in a web-like structure. At the bottom of the screen, there is a navigation bar with 'MENU' and 'RESOURCES' buttons on the left, and a series of icons (print, CC, volume, refresh, play) and a progress indicator '5 of 20' on the right, followed by 'Back' and 'Next' buttons.

Screen Description	Narration
The screen displays three tabs: “VA Career Development 101,” “VA Career Development 201,” and “VA Career Development 301” with VA Career Development 301 highlighted. The screen also displays a graphic depicting the TMS Curriculum as a web containing many connected parts.	<p>This course, VA Career Development 301, builds upon the foundation established in VA Career Development 101.</p> <p>Similar to 201, VA Career Development 301 is designed as a portal.</p> <p>Through it, you are connected to a comprehensive suite of career development courses that exist on VA’s Talent Management System (TMS).</p> <p>This course organizes that curriculum into an easy-to-access online library, making it easier for you to find the resources you need now.</p>



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Screen Description	Narration
	Select "Next" to continue.



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Screen 6 – Framework (Continued)

Screen Description	Narration
<p>The screen displays three tabs: “VA Career Development 101,” “VA Career Development 201,” and “VA Career Development 301” with VA Career Development 301 highlighted. The screen also displays the five proficiency levels of the VA Learning University’s All Employee Personal Mastery Competency:</p> <ul style="list-style-type: none">• Novice• Foundational• Intermediate• Advanced• Expert <p>The last two levels – “Advanced” and “Expert” are</p>	<p>This curriculum was compiled for you based on the Personal Mastery assessment score tallied at the end of VA Career Development 101.</p> <p>It indicates that you demonstrate high career development proficiency.</p> <p>You’ll learn exactly what that means next.</p> <p>But, if you haven’t taken the 101 or 201 courses, you can take them now by selecting the “VA Career Development 101” or “VA Career Development 201” tabs.</p> <p>When you are ready, select the “Next” button to</p>



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Screen Description	Narration
highlighted.	continue with this course.



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Screen 7 – Personal Mastery

Developer Instructions	Narration
<p>The interactive screen displays three tabs: “VA Career Development 101,” “VA Career Development 201,” and “VA Career Development 301” with VA Career Development 301 highlighted. The screen also displays the five proficiency levels of the VA Learning University’s All Employee Personal Mastery Competency:</p> <ul style="list-style-type: none">• Novice• Foundational• Intermediate• Advanced• Expert <p>The last two levels – “Advanced” and “Expert” are</p>	<p>Your career development is important at VA.</p> <p>We are committed to helping you deepen your skills, knowledge, and expertise to provide even better service to Veterans and their families.</p> <p>The VA Learning University (VALU) created an all-employee career development competency called Personal Mastery.</p> <p>There are five levels in this competency, each with its own set of unique behavioral indicators.</p> <p>Once you are able to demonstrate the behaviors, you are considered proficient at that level.</p>



Developer Instructions	Narration
highlighted and selectable.	<p>Your Personal Mastery assessment responses suggest that you are proficient at either the Advanced or Expert level.</p> <p>The first three levels were already covered in VA Career Development 201. Refer back to it to learn more about them.</p> <p>Select each proficiency level to learn more.</p> <p>As you review the different behaviors associated with each level, think about where you fit along the spectrum.</p>
<p>Selecting each proficiency level will display the corresponding text:</p> <ul style="list-style-type: none">• Advanced: “Advanced Behavioral Indicators:<ul style="list-style-type: none">○ Obtains additional training in an effort to build subject matter expertise.○ Encourages others to participate in learning opportunities and programs.○ Continues to build own skills by acting as coach/mentor.”• Expert: “Expert Behavioral Indicators:<ul style="list-style-type: none">○ Seeks out innovative ways for self and others to acquire new knowledge and skills that contribute to the VA mission.○ Champions coaching and mentoring activities; encourages and helps others to become effective coaches and/or mentors.”	No Narration



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Screen 8 – 301 Curriculum

Screen Description	Narration
<p>The interactive screen displays several TMS courses that you must complete in order to receive credit for VA Career Development 301.</p> <p>Instructions: “Select a TMS course to read its overview and open it in a new window. To receive credit, you must complete at least 7 courses in this curriculum. Your progress through the curriculum will be saved, so you may complete all the courses now or return to finish later. When you are finished, select the ‘Next’ button to continue.”</p> <p>The following courses must be completed in their entirety in order to earn credit for VA Career Development 301:</p>	<p>Whatever your proficiency level may be, these VA courses can help you strengthen your career development and progress within the Personal Mastery competency.</p> <p>You demonstrate one of the highest proficiency levels in the Personal Mastery competency, which means you are already influential in the workplace and significantly impact the development decisions of others.</p> <p>Although there are 10 courses in your curriculum, you will receive full credit for this course if you complete seven.</p> <p>You will also receive TMS credit for every course</p>



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Screen Description	Narration
<ul style="list-style-type: none">• Business Coaching: Building the Coaching Relationship• Business Coaching: Conducting Coaching Sessions• Business Coaching: Getting Ready to Coach• Coaching: Challenge Series• Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships• Leadership Essentials: Creating Your Own Leadership Development Plan• Transitioning from Technical Professional to Management <p>Only a portion of the following courses must be completed in order to earn credit for VA Career Development 301:</p> <ul style="list-style-type: none">• Essential Mentoring Techniques: Mentoring Fundamentals• Managing Your Career: Professional Networking Essentials• Pursuing Successful Lifelong Learning	<p>you complete.</p> <p>For courses on the bottom row, only some of their sections will need to be completed now.</p> <p>The remaining sections were already covered in VA Career Development 201.</p> <p>Start by selecting a course title and reading its overview.</p>



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Screen 9 – Business Coaching: Building the Coaching Relationship

Screen Description	Narration
<p>The interactive screen displays the course description and estimated duration for the Business Coaching: Building the Coaching Relationship TMS course:</p> <p>“Do you have the desire to impart knowledge to employees, develop the abilities of others, and help individuals in the workplace, but you just don't know where to start? This course is a great resource for budding coaches. You'll learn how to establish rapport and build positive coaching relationships with others.</p> <p>Time to Complete: 1 hour”</p> <p>The screen displays three buttons: “Begin Course,”</p>	<p>Review the course description and then select “Begin Course” to open the course in a new window.</p>



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Screen Description	Narration
<p>“View Action Steps,” and “Return to Curriculum.”</p> <p>Selecting the “Begin Course” button will open the TMS course in a new window.</p>	
<p>After completing the TMS course, selecting the “View Action Steps” button will display the following text:</p> <p>“Now that you have completed this course, take the following action steps to further develop yourself:</p> <ul style="list-style-type: none">• Research the Veterans Health Administration's coaching training.• It's up to you to start a coaching relationship. Set up an informal coaching relationship with an employee in your organization.• Review MyCareer@VA's Tips for Setting Development Goals with Employees.• Review MyCareer@VA's Tips for Talking to Employees about Career Development.” <p>Selecting the “Return to Curriculum” button will return you to the curriculum page.</p>	No Narration



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Screen 10 – Business Coaching: Conduction Coaching Sessions

**VALU** MyCareer@VA **VA Career Development 301**

Curriculum : 301 Curriculum : Business Coaching: Conducting Coaching Sessions

VA Career Development 101VA Career Development 201VA Career Development 301



Business Coaching: Conducting Coaching Sessions

The coaching process has become easier than ever thanks to a structured model that will help you plan and deliver each step of the coaching process. This course will ease the pressure as you guide and make thoughtful recommendations for your coachee.

Time: 1 hour

Begin CourseView Action StepsReturn to Curriculum

MENURESOURCESSC CC [Speaker] [Refresh] [Pause] 10 of 20 Back Next

Screen Description	Narration
<p>The interactive screen displays the course description and estimated duration for the Business Coaching: Conducting Coaching Sessions TMS course:</p> <p>“The coaching process has become easier than ever thanks to a structured model that will help you plan and deliver each step of the coaching process. This course will ease the pressure as you guide and make thoughtful recommendations for your coachee.</p> <p>Time to Complete: 1 hour”</p> <p>The screen displays three buttons: “Begin Course,”</p>	<p>Review the course description and then select “Begin Course” to open the course in a new window.</p>



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Screen Description	Narration
<p>“View Action Steps,” and “Return to Curriculum.”</p> <p>Selecting the “Begin Course” button will open the TMS course in a new window.</p>	
<p>After completing the TMS course, selecting the “View Action Steps” button will display the following text:</p> <p>“Now that you have completed this course, take the following action steps to further develop yourself:</p> <ul style="list-style-type: none">• Now that you understand the GROW model for coaching, apply this approach to your next informal coaching session. Don't forget to keep each question open-ended and ask follow-up questions along the way.• After your coaching session, evaluate how well it went. Create a list of pros and cons, and ask your coachee to do the same. Think of ways that you can improve the process, and then implement them at the next session.” <p>Selecting the “Return to Curriculum” button will return you to the curriculum page.</p>	No Narration



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Screen 11 – Business Coaching: Getting Ready to Coach

Curriculum : 301 Curriculum : Business Coaching: Getting Ready to Coach

VA Career Development 101 VA Career Development 201 VA Career Development 301

Business Coaching: Getting Ready to Coach

Learn the ABC's of coaching from step one. This course is great for those with minimal coaching experience. Learn coaching skills. Also learn how to recognize which coaching role is most appropriate for each coachee as well as how to effectively explain the need for coaching to others.

Time: 1 hour

Begin Course View Action Steps Return to Curriculum

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Screen Description	Narration
<p>The interactive screen displays the course description and estimated duration for the Business Coaching: Getting Ready to Coach TMS course:</p> <p>“Learn the ABC’s of coaching from step one. This course is great for those with minimal coaching experience. Learn coaching skills. Also learn how to recognize which coaching role is most appropriate for each coachee as well as how to effectively explain the need for coaching to others.</p> <p>Time to Complete: 1 hour”</p> <p>The screen displays three buttons: “Begin Course,”</p>	<p>Review the course description and then select "Begin Course" to open the course in a new window.</p>




Screen Description	Narration
<p>“View Action Steps,” and “Return to Curriculum.”</p> <p>Selecting the “Begin Course” button will open the TMS course in a new window.</p>	
<p>After completing the TMS course, selecting the “View Action Steps” button will display the following text:</p> <p>“Now that you have completed this course, take the following action steps to further develop yourself:</p> <ul style="list-style-type: none">• Now that you understand what coaching is, challenge yourself: explain it to someone at work. Not only will this activity help you retain the knowledge you gained, but it will spread the word to others who may very well need it.• Take the time to write down the knowledge, skills, and abilities that you believe are required in a good coach. Circle the qualities that apply to you and place a box around the qualities that you would like to develop. Keep this list handy so you can track your progress.” <p>Selecting the “Return to Curriculum” button will return you to the curriculum page.</p>	No Narration



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Screen 12 – Coaching: Challenge Exercise


**VALU** MyCareer@VA **VA Career Development 301** ✕

Curriculum : 301 Curriculum : Coaching: Challenge Exercise

VA Career Development 101

VA Career Development 201

VA Career Development 301



Coaching: Challenge Exercise

Every great coach wants a winning team. Challenge yourself to become a better coach in this simulated experience. You will take on the role of a problem solver, gathering inputs and using them to create a solution and gain feedback along the way.

Time: 15 minutes




Begin Course



View Action Steps



Return to Curriculum

MENU

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Screen Description	Narration
<p>The interactive screen displays the course description and estimated duration for the TMS Coaching: Challenge Series:</p> <p>“Every great coach wants a winning team. Challenge yourself to become a better coach in this simulated experience. You will take on the role of a problem solver, gathering inputs and using them to create a solution and gain feedback along the way.</p> <p>Time to Complete: 15 minutes”</p> <p>The screen displays three buttons: “Begin Course,” “View Action Steps,” and “Return to Curriculum.”</p>	<p>Review the course description and then select “Begin Course” to open the course in a new window.</p>



Screen Description	Narration
Selecting the “Begin Course” button will open the TMS course in a new window.	
<p>After completing the TMS course, selecting the “View Action Steps” button will display the following text:</p> <p>“Now that you have completed this course, take the following action steps to further develop yourself:</p> <ul style="list-style-type: none">• Consider potential pitfalls within the coaching process. Challenge yourself to brainstorm useful solutions to that problem. Remember to write down your ideas and make an effort to implement them in your workplace.• Think of ways that you can encourage a coaching culture in your organization. Being positive and supporting others will motivate them to be involved in this process.” <p>Selecting the “Return to Curriculum” button will return you to the curriculum page.</p>	No Narration



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Screen 13 – Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships

Screen Description	Narration
<p>The interactive screen displays the course description and estimated duration for the Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships TMS course:</p> <p>“You have the potential to change someone’s life for the better. Helping others succeed can be a very gratifying experience, but only if you nurture this relationship. Learn how to initiate and maintain a strong relationship with your mentees and others.</p> <p>Time to Complete: 1 hour”</p> <p>The screen displays three buttons: “Begin Course,”</p>	<p>Review the course description and then select “Begin Course” to open the course in a new window.</p>



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Screen Description	Narration
<p>“View Action Steps,” and “Return to Curriculum.”</p> <p>Selecting the “Begin Course” button will open the TMS course in a new window.</p>	
<p>After completing the TMS course, selecting the “View Action Steps” button will display the following text:</p> <p>“Now that you have completed this course, take the following action steps to further develop yourself:</p> <ul style="list-style-type: none">• Check out the Veterans Health Administration's mentoring program.• First-hand experiences can teach you the most. The best way to learn how to be a better mentor is to be a mentee. Find a mentor, like your boss, or another trusted colleague.• Review MyCareer@VA's Tips for Effective Mentoring Conversations.” <p>Selecting the “Return to Curriculum” button will return you to the curriculum page</p>	No Narration



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Screen 14 – Leadership Essentials: Creating Your Own Leadership Development Plan

Screen Description	Narration
<p>The interactive screen displays the course description and estimated duration for the Leadership Essentials: Creating Your Own Leadership Development Plan TMS course:</p> <p>“Are leaders born or are they made? Most people develop into leaders through planning, training, and personal experience. Learn how to begin your leadership journey by developing a leadership development plan in which you will identify specific actions necessary to further grow your leadership skills.</p> <p>Time to Complete: 1 hour”</p> <p>The screen displays three buttons: “Begin Course,”</p>	<p>Review the course description and then select “Begin Course” to open the course in a new window.</p>




Screen Description	Narration
<p>“View Action Steps,” and “Return to Curriculum.”</p> <p>Selecting the “Begin Course” button will open the TMS course in a new window.</p>	
<p>After completing the TMS course, selecting the “View Action Steps” button will display the following text:</p> <p>“Now that you have completed this course, take the following action steps to further develop yourself:</p> <ul style="list-style-type: none">• Figure out what type of leader you aspire to be. Make a list of leadership traits you need to develop. One way to do this is to identify leaders you admire and then strive to develop their traits.• Review VA's leadership development model, which describes each level of leadership (e.g., Team Leader and First Line Leader).• Learn how to develop VA's leadership competencies with training courses and developmental experiences for each proficiency level.• Read about VA's leadership development program opportunities.” <p>Selecting the “Return to Curriculum” button will return you to the curriculum page.</p>	No Narration




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Screen 15 – Transitioning from Technical Professional to Management

**VALU** MyCareer@VA **VA Career Development 301**

Curriculum : 301 Curriculum : Transitioning From Technical Professional to Management








Transitioning from Technical Professional to Management

Are you the go-to person in your office? Do you feel that you are ready for more responsibility? This course will show you how to smoothly transition from a technical subject matter expert to a team leader and manager. Learn how to analyze your strengths as a technical professional and identify the leadership competencies you need to make the switch.

Time: 1 hour

[Begin Course](#) [View Action Steps](#) [Return to Curriculum](#)

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Screen Description	Narration
<p>The interactive screen displays the course description and estimated duration for the Transitioning from Technical Professional to Management TMS course:</p> <p>“Are you the go-to person in your office? Do you feel that you are ready for more responsibility? This course will show you how to smoothly transition from a technical subject matter expert to a team leader and manager. Learn how to analyze your strengths as a technical professional and identify the leadership competencies you need to make the switch.</p> <p>Time to Complete: 1 hour”</p>	<p>Review the course description and then select "Begin Course" to open the course in a new window.</p>




Screen Description	Narration
<p>The screen displays three buttons: “Begin Course,” “View Action Steps,” and “Return to Curriculum.”</p> <p>Selecting the “Begin Course” button will open the TMS course in a new window.</p>	
<p>After completing the TMS course, selecting the “View Action Steps” button will display the following text:</p> <p>“Now that you have completed this course, take the following action steps to further develop yourself:</p> <ul style="list-style-type: none">• Identify three strengths that you have as a technical professional. Talk to a manager or use the My Career Mapping Tool to learn how your strengths align with your job competencies. Do you also have management competencies? If not, look for opportunities to create them.• Work with your supervisor to identify ways to make a smooth transition from a technical professional to manager on your job. Ask questions to learn about their transition into a management role.• Review VA's leadership development model, which describes each level of leadership (e.g., Team Leader and First Line Leader).• Learn how to develop VA's leadership competencies with training courses and developmental experiences for each proficiency level.• Read about VA's leadership development program opportunities.” <p>Selecting the “Return to Curriculum” button will return you to the curriculum page.</p>	No Narration



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Screen 16 – Essential Mentoring Techniques: Mentoring Fundamentals


**VALU** MyCareer@VA **VA Career Development 301**

Curriculum : 301 Curriculum : Essential Mentoring Techniques: Mentoring Fundamentals

VA Career Development 101

VA Career Development 201

VA Career Development 301



Essential Mentoring Techniques: Mentoring Fundamentals

You already possess the wisdom that only experience can provide. Become a mentor, or use what you learn in this course to improve your mentoring skills. You'd be surprised how much mentors can also benefit from a mentoring relationship.

Time: 1 hour

You only need to take:

1. Objectives and Benefits of Mentoring
 - Objectives of mentoring
 - Benefits to mentors




Begin Course


View Action Steps

Return to Curriculum



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Screen Description	Narration
<p>The interactive screen displays the course description and estimated duration for the Essential Mentoring Techniques: Mentoring Fundamentals TMS course:</p> <p>“You already possess the wisdom that only experience can provide. Become a mentor, or use what you learn in this course to improve your mentoring skills. You’d be surprised how much mentors can also benefit from a mentoring relationship.</p> <p>Time to Complete: 1 hour</p> <p>You only need to complete the following sections</p>	<p>Review the course description and then select "Begin Course" to open the course in a new window.</p>



Screen Description	Narration
<p>of the course:</p> <ol style="list-style-type: none">1. Objectives and Benefits of Mentoring<ul style="list-style-type: none">○ Objectives of mentoring○ Benefits to mentors○ Benefits to organizations○ Summary2. Mentoring, Coaching, and Managing<ul style="list-style-type: none">○ Mentoring and coaching○ Coaching and mentoring in action○ Mentoring and management○ Understanding mentoring○ Summary3. Mentoring Models and Approaches<ul style="list-style-type: none">○ Successful mentoring programs○ Types of mentoring○ Mentoring relationships○ Formal and informal programs○ Summary” <p>The screen displays three buttons: “Begin Course,” “View Action Steps,” and “Return to Curriculum.”</p> <p>Selecting the “Begin Course” button will open the TMS course in a new window.</p>	
<p>After completing the TMS course, selecting the “View Action Steps” button will display the following text:</p> <p>“Now that you have completed this course, take the following action steps to further develop yourself:</p> <ul style="list-style-type: none">• Identify an individual that you may want to mentor. This should be someone who holds a similar job or shares your career goals. Set up a time to meet with that person to gauge his/her interest in being mentored.• Once you have identified a mentee, create a list of questions and topics that you would like to discuss that will help you determine his/her interests and	No Narration



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Screen Description	Narration
developmental needs.” Selecting the “Return to Curriculum” button will return you to the curriculum page.	



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Screen 17 – Managing Your Career: Professional Networking Essentials

VA Career Development 301

Curriculum : 301 Curriculum : Managing Your Career: Professional Networking Essentials

Managing Your Career: Professional Networking Essentials

Building professional relationships can be a powerful marketing tool for individuals at any level of experience. This course will help you continue to strengthen your reputation by building rapport and creating personal networks through the relationships that you make every day.

Time: 1 hour

You only need to take:

- 0. Getting Your Personal Network Started
 - Creating networking opportunities
 - Keep track of your contacts

Begin Course **View Action Steps** **Return to Curriculum**

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Screen Description	Narration
<p>The interactive screen displays the course description and estimated duration for the Managing Your Career: Professional Networking Essentials TMS course:</p> <p>“Building professional relationships can be a powerful marketing tool for individuals at any level of experience. This course will help you continue to strengthen your reputation by building rapport and creating personal networks through the relationships that you make every day.</p> <p>Time to Complete: 1 hour</p> <p>You only need to complete the following sections</p>	<p>Review the course description and then select "Begin Course" to open the course in a new window.</p>



Screen Description	Narration
<p>of the course:</p> <ul style="list-style-type: none">0. Getting Your Personal Network Started<ul style="list-style-type: none">○ Creating networking opportunities○ Keep track of your contacts○ Summary1. Building Rapport with New Business Contacts<ul style="list-style-type: none">○ Building rapport○ Strategies for conversing○ Applying the strategies for conversing○ Summary2. Maintaining Your Professional Network<ul style="list-style-type: none">○ Strategies to maintain your network○ Organizing your contacts○ Keeping in touch○ Giving more than you receive○ Summary <p>The screen displays three buttons: “Begin Course,” “View Action Steps,” and “Return to Curriculum.”</p> <p>Selecting the “Begin Course” button will open the TMS course in a new window.</p>	
<p>After completing the TMS course, selecting the “View Action Steps” button will display the following text:</p> <p>“Now that you have completed this course, take the following action steps to further develop yourself:</p> <ul style="list-style-type: none">• Write down two ways you can continue professional relationships after a networking event. Then schedule time to do them.• Review MyCareer@VA's Tips for Building Successful Professional Relationships.• Complete the TMS course on Professional	No Narration



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Screen Description	Narration
Relationship Building.” Selecting the “Return to Curriculum” button will return you to the curriculum page.	



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Screen 18 – Pursuing Successful Lifelong Learning

Screen Description	Narration
<p>The interactive screen displays the course description and estimated duration for the Pursuing Successful Lifelong Learning TMS course:</p> <p>“No matter how far you get in your career, continue to pursue life-long learning. It is a worthwhile investment in your professional and personal advancement. Learn how to continually identify your learning needs and develop a learning strategy that works best for you.</p> <p>Time to Complete: 1 hour</p> <p>You only need to take:</p> <ul style="list-style-type: none">0. Identifying Learning Needs and Objectives<ul style="list-style-type: none">○ Lesson overview	<p>Review the course description and then select "Begin Course" to open the course in a new window.</p>



Screen Description	Narration
<ul style="list-style-type: none">○ Identifying your learning needs○ Establishing your learning objectives <ol style="list-style-type: none">1. Learning Strategies for Means of Evaluation<ul style="list-style-type: none">○ Lesson overview○ Formulating a learning strategy○ Developing the criteria for evaluation2. Mentoring: A Potential Learning Resource<ul style="list-style-type: none">○ Lesson overview○ Qualities of an effective mentor <p>The screen displays three buttons: “Begin Course,” “View Action Steps,” and “Return to Curriculum.”</p> <p>Selecting the “Begin Course” button will open the TMS course in a new window.</p>	
<p>After completing the TMS course, selecting the “View Action Steps” button will display the following text:</p> <p>“Now that you have completed this course, take the following action steps to further develop yourself:</p> <ul style="list-style-type: none">• Talk with a colleague in your organization who excels in a skill that is new to you. Think about ways you can apply this skill in your current position.• Create two short- and long-term objectives that you can achieve within six months and one year respectively.• Participate in a job rotation to develop a new skill or learn about a new VA office or environment.• Check out MyCareer@VA's resources on VA job rotations.” <p>Selecting the “Return to Curriculum” button will return you to the curriculum page.</p>	No Narration



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Screen 19 – 301 Curriculum

Screen Description	Narration
The interactive screen displays the TMS Curriculum. Check-marks are displayed next to the courses you have completed.	Now that you have completed at least seven courses, you may select another course, or select "Next" to continue.



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Screen 20 – Self Certification

Conclusion : Self Certification

To receive credit for this course, please select at least 7 courses that you completed in this curriculum. Courses you browsed in this module have automatically been selected for you. Please verify their completion in the TMS before confirming the selections. Then select the "Submit" button.

- ☐ Business Coaching: Building the Coaching Relationship
- ☐ Business Coaching: Conducting Coaching Sessions
- ☐ Business Coaching: Getting Ready to Coach
- ☐ Coaching: Challenge Series
- ☐ Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships
- ☐ Leadership Essentials: Creating Your Own Leadership Development Plan
- ☐ Transitioning From Technical Professional to Management
- ☐ Essential Mentoring Techniques: Mentoring Fundamentals
- ☐ Managing Your Career: Professional Networking Essentials
- ☐ Pursuing Successful Lifelong Learning

☐ **I certify that I have completed the selected courses.**

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Screen Description	Narration
<p>The screen displays a self-certification checklist listing all of the courses in the VA Career Development 301 TMS curriculum:</p> <ul style="list-style-type: none">• Business Coaching: Building the Coaching Relationship• Business Coaching: Conducting Coaching Sessions• Business Coaching: Getting Ready to Coach• Coaching: Challenge Series• Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships• Leadership Essentials: Creating Your Own Leadership Development Plan• Essential Mentoring Techniques: Mentoring Fundamentals	<p>To receive your certificate and credit for VA Career Development 301 check the box next to the statement affirming that you received actual TMS credit for each course you selected.</p> <p>It's a good idea to check your TMS profile first before you self-certify here.</p> <p>Finally, select the "Submit" button to confirm your selections and enable access to the final page of the course.</p>



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Screen Description	Narration
<ul style="list-style-type: none">• Managing Your Career: Professional Networking Essentials• Pursuing Successful Lifelong Learning• Transitioning from Technical Professional to Management <p>Instructions: "To receive credit for this course, please select at least seven courses that you completed in this curriculum. Courses you browsed in this module have been automatically selected for you. Please verify their completion in the TMS before confirming the selections. Then select the 'Submit' button."</p> <p>You must check "I certify that I have completed the selected courses" before selecting the "Submit" button.</p>	



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Screen 21 – Summary

Screen Description	Narration
<p>The screen displays three tabs: “VA Career Development 101,” “VA Career Development 201,” and “VA Career Development 301” with VA Career Development 301 highlighted.</p> <p>Instructions: “Congratulations! You have completed VA Career Development 301. If you would like to take or review another course in this series, select either the ‘VA Career Development 101’ or ‘VA Career Development 201’ tab.”</p> <p>The screen displays the five proficiency levels of the VA Learning University’s All Employee Personal Mastery Competency:</p> <ul style="list-style-type: none">• Novice	<p>Congratulations! You have completed the MyCareer@VA career development series.</p> <p>Select the “Action Steps” link and either save or print the document as a next-step reference.</p> <p>Now that you are an expert in VA’s Personal Mastery competency, consider joining MyCareer@VA’s Super User Program or becoming a Career Development Facilitator.</p> <p>Both opportunities allow you to help other VA employees advance their careers and achieve their goals.</p>



Screen Description	Narration
<ul style="list-style-type: none">• Foundational• Intermediate• Advanced• Expert <p>The last two levels – “Advanced” and “Expert” are highlighted.</p> <p>The screen displays next steps and a survey link:</p> <p>“Are you ready for what’s next?”</p> <ul style="list-style-type: none">• Apply the Action Steps to your job• Join the MyCareer@VA Super User Program• Become a Career Development Facilitator” <p>*Note: The survey will open in a new window. Return to this window when you are finished with the survey in order to print your completion certificate.</p>	<p>Select the button to complete the survey.</p> <p>Once you have finished the survey, you will be able to print your completion certificate.</p>